

The Kansas WIC Training Modules

Food Package Tailoring & Special Authorization

This module applies to the following security roles:

RN

RD



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This module requires use of the computer and the KWIC Training Application

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Notes about the training environment:

- When you issue checks in the training environment, there will be no checks actually printed. KWIC will record the action as if checks were printed and display a message stating that printing checks is simulated.
- Some parts of screen shots in the modules will not match what you see in training . The training environment is “redated” each month so the clients stay the same age. Also, food packages for infants and children are based on the client’s age on day the Assign Food Package screen is opened. There may be a difference depending on when in the month the module is completed. If something seems drastically wrong, please contact Patrice Thomsen at pthomsen@khdeks.gov or 785-296-1189.



Before starting this module, have you.

Completed the module titled, [WIC Approved Foods, Base Food Packages & Printing Checks](#)? It was part of Level 1 training. That foundation is important for understanding this module

Objectives

Upon completion of this activity, the employee will be able to:

1. Tailor food packages.
2. Complete a Special Authorization.
3. Change an existing special authorization

Materials and Supplies

On-Line Policy and Procedure Manual (PPM) -

http://www.kansaswic.org/local_agencies/policy_procedure_manual.html

Assignment

Review PPM:

[FCI 02.00.00-Food Packages](#)

[FCI 02.01.00-Food Packages for Infants](#)

[FCI 02.01.01-Infant Food Packages-Breastfeeding Infant](#)

[FCI 02.01.02-Infant Food Packages-Primary Contract Infant Formula](#)

[FCI 02.02.00-Food Packages for Children](#)

[FCI 02.03.00-Women Food Packages](#)

[FCI 02.03.01-Food Packages for Pregnant Women](#)

[FCI 02.03.02-Food Packages for Breastfeeding Women](#)

[FCI 02.03.03-Food Packages for Postpartum Women \(Non-breastfeeding\)](#)

Read PPM:

[FCI: 02.04.00 - Changing a Food Package](#)

Introduction

This module presents three features of KWIC:

- Food Package Tailoring
- Special Authorization, and
- Special Authorization History.

A *Competent Professional Authority (CPA)* can tailor the base food package to better meet the client's nutritional needs, food preferences, food intolerances and/or household conditions. Certain changes require completing a Special Authorization screen in addition to tailoring the food package.

Food Package Tailoring

Overview

Food package tailoring includes changes or substitutions in amounts, types and/or forms of food or formula within a food basket and changing the number of checks printed each month. During the assessment portion of the certification appointment, staff should listen carefully for possible reasons for tailoring the client's food package.

Food packages are tailored from the Assign Food Package window. Once a client's food package has been tailored it does not need to be tailored again until the base food package changes or additional tailoring is requested by the client/caregiver. The base food packages for breastfed fed infants change at 1, 4 and 6 months of age. The base food package for formula fed infants is the same except it does not change at 1 month of age. The Child base food package changes at 24 months of age.

Tailored food packages names start with a number, a capitol T followed by the code name for the base food package.

Last Issuance [View](#)

Package

4T - 4b beans - Child 2 to 5 yr old (beans)

Tailoring Amounts or Types of Foods within a Food Basket

To follow through with these screen shots, find Belinda Berry, a 3 ½ year old WIC client.

The base food package for a Child 2 to 5 yr old does not contain cheese and rotates between canned beans or peanut butter. During the certification, Belinda's mother stated Belinda doesn't drink much milk but will eat cheese. Betty also requests peanut butter every month.

To see Belinda's previous food packages you can look at the Last Issuance box or click on the Assign Food Package drop down list.

Because of the food package name you can tell that Belinda's food packages have previously been tailored. To see what was issued click on the View link next to assign food packages to open a pop up window showing the foods in the tailored food package. In this example, food package 3T – 4b PB already contains 1 pound of cheese and peanut butter and does not need tailoring again.

The base food package for children between 2 and 5 years old rotates between canned beans and peanut butter. You can tell which is in the base food package by the (PB) or (beans) at the end of the name. The food package containing peanut butter is the base food package in odd months (January, March, May ...) and the food package containing beans is in even months (February, April, June ...) Since they are actually 2 separate food packages, you will need to check and tailor each one individually.

Repeat the previous steps to view the contents of the tailored food package 4T – 4b beans. This food package was tailored to contain a pound of cheese and dry beans. You will need to tailor it to substitute peanut butter for the dried beans.

Click the Tailor link next to the food package that needs to be tailored. In this case, you want to tailor food package Child 2 to 5 yr old (beans).

Food Package Assignments For Checks That Can Be Printed					
Client's Age	First Use Date	Base Food Package	Assign Food Package		
3 Years 6 Months	09/28/2013	Child 2 to 5 yr old (PB)	3T - 4b PB	View	Tailor Special Authorization
3 Years 7 Months	10/28/2013	Child 2 to 5 yr old (beans)	4T - 4b beans	View	Tailor Special Authorization
3 Years 8 Months	11/28/2013	Child 2 to 5 yr old (PB)		View	Tailor Special Authorization

Even if a food package has previously been tailored, the first Tailor screen always opens prepopulated with the default base food package.

Belinda Berry **WIC Active C**
 10357035 Gender **Female** Cert. Period **06/28/2013 to 12/31/2013**
 DOB **03/16/2010, 3 Years 6 Months** **Priority 3 HR**

Tailor Food Package Assign Food Package Notices
 Belinda Belinda Belinda

Show: Available Foods Selected Foods [Authorize Special Formula/Foods](#) [View Issuance History](#)

4b beans - Child 2 to 5 yr old (beans)	Current	Limit
Cereal	36	0 - 36 ounces
Cereal	36	0 - 36 ounces
Infant Cereal		0 - 32 ounces
Dairy	16	0 - 16 quarts
Cheese		0 - 1 pounds
Dry Milk		0 - 16 quarts
Evaporated Lowfat Milk		0 - 21 cans
Lactose Free Lowfat Milk		0 - 8 half gallons
Lactose Free Lowfat Milk - qts		0 - 16 quarts
Lowfat Milk	16	0 - 16 quarts
Eggs	1	0 - 1 dozen
Eggs	1	0 - 1 dozen
FVC	6	6 - 6 dollars
Fruit/Vegetable Check Amount	6	0 - 6 dollars
Juice	128	0 - 128 ounces
64 oz container Juice	2	0 - 2 containers
Concentrated Juice		0 - 2 containers
Legumes	1	0 - 1 pounds
Canned Beans	4	0 - 4 cans
Dried Beans		0 - 1 pounds

The screen opens with all “Available Foods” for tailoring visible. Clicking the “Selected Foods” radio button, will collapse each basket to only display food items that have been selected to issue to this client.

Show: Available Foods Selected Foods

4b beans - Child 2 to 5 yr old (beans)	Current
Cereal	36
Cereal	36
Dairy	16
Lowfat Milk	16
Eggs	1
Eggs	1
FVC	6
Fruit/Vegetable Check Amount	6

The screen displays the foods grouped together in “Food Baskets.” The foods in each “Food Basket” may be issued in any combination as long as the total amount selected does not exceed the Limit listed for the food item or the entire basket.

4b PB - Child 2 to 5 yr old (PB)		Current	Limit
Cereal		36	0 - 36 ounces
Cereal		36	0 - 36 ounces
Infant Cereal			0 - 32 ounces
Dairy		16	0 - 16 quarts
Cheese			0 - 1 pounds
Dry Milk			0 - 16 quarts
Evaporated Lowfat Milk			0 - 21 cans
Lactose Free Lowfat Milk			0 - 8 half gallons
Lactose Free Lowfat Milk - qts			0 - 16 quarts
Lowfat Milk		16	0 - 16 quarts

To add a food item click in the box in the current column and type the desired quantity. To delete an entry, double click to highlight the amount in the current column and use the delete key.

If the Food Item Limit is exceeded a red asterisk will appear to alert you something is wrong.

Cereal		36	0 - 36 ounces
Cereal			0 - 36 ounces
Infant Cereal			0 - 32 ounces
Dairy		16	0 - 16 quarts
Cheese		2	0 - 1 pounds

Enter a value less than or equal to the Cheese category maximum limit.

As quantities are entered for individual food items, KWIC displays a running total of the amount selected. If the Food Basket limit is exceeded the total will display in red. As always, appropriate hover messages explain what is wrong.

Cereal		36	0 - 36 ounces
Cereal			0 - 36 ounces
Infant Cereal			0 - 32 ounces
Dairy		17.75	0 - 16 quarts
Cheese		1	0 - 1 pounds
Dry Milk		4	0 - 16 quarts
Evaporated Lowfat Milk		1	0 - 21 cans
Lactose Free Lowfat Milk			0 - 8 half gallons
Lactose Free Lowfat Milk - qts			0 - 16 quarts
Lowfat Milk		10	0 - 16 quarts

Total quantity for Dairy has exceeded the basket limit.

Belinda Berry WIC Active C
 10357035 Gender Female Cert. Period 06/28/2013 to 12/31/2013
 DOB 03/16/2010, 3 Years 6 Months Priority 3 HR

« Tailor Food Package Belinda Assign Food Package Belinda Notices Belinda »

Show: Available Foods Selected Foods [Authorize Special Formula/Foods](#) [View Issuance History](#)

4b beans - Child 2 to 5 yr old (beans)	Current	Limit
Cereal	36	0 - 36 ounces
Dairy	16	0 - 16 quarts
Cheese	1	0 - 1 pounds
Dry Milk		0 - 16 quarts
Evaporated Lowfat Milk		0 - 21 cans
Lactose Free Lowfat Milk		0 - 8 half gallons
Lactose Free Lowfat Milk - qts		0 - 16 quarts
Lowfat Milk	13	0 - 16 quarts
Eggs	1	0 - 1 dozen
FVC	6	6 - 6 dollars
Juice	128	0 - 128 ounces
Legumes	1	0 - 1 pounds
Canned Beans		0 - 4 cans
Dried Beans		0 - 1 pounds
Peanut Butter	1	0 - 1 jars
Whole Grains	32	0 - 32 ounces
Whole Grains	32	0 - 32 ounces

Next >>> Cancel

The Next button remains disabled until the quantity in each basket is within the range specified in the limit column. Once all desired changes have been made. You can click the Next Button and the second Tailor screen will open.

Belinda Berry WIC Active C
 10357035 Gender Female Cert. Period 06/28/2013 to 12/31/2013
 DOB 03/16/2010, 3 Years 6 Months Priority 3 HR

« Tailor Food Package Belinda Assign Food Package Belinda Notices Belinda »

4b beans - Child 2 to 5 yr old (beans)	
Cereal	36 ounces
Dairy	
Cheese	1 pound
Evaporated Lowfat Milk	1 can
Lowfat Milk	12 quarts
Eggs	
Eggs	1 dozen
FVC	
Fruit/Vegetable Check Amount	6 dollars
Juice	
64 oz container Juice	2 containers
Legumes	
Peanut Butter	1 jar
Whole Grains	
Whole Grains	32 ounces

FVC Distribution

1 Check
 2 Checks

Distribution Strategy

Default
 Shopping Limitations
 Storage Limitations

Notes

Caregiver states client doesn't drink much milk and requests cheese and peanut butter every month. Evaporated milk provided instead of the dangling quart of milk.

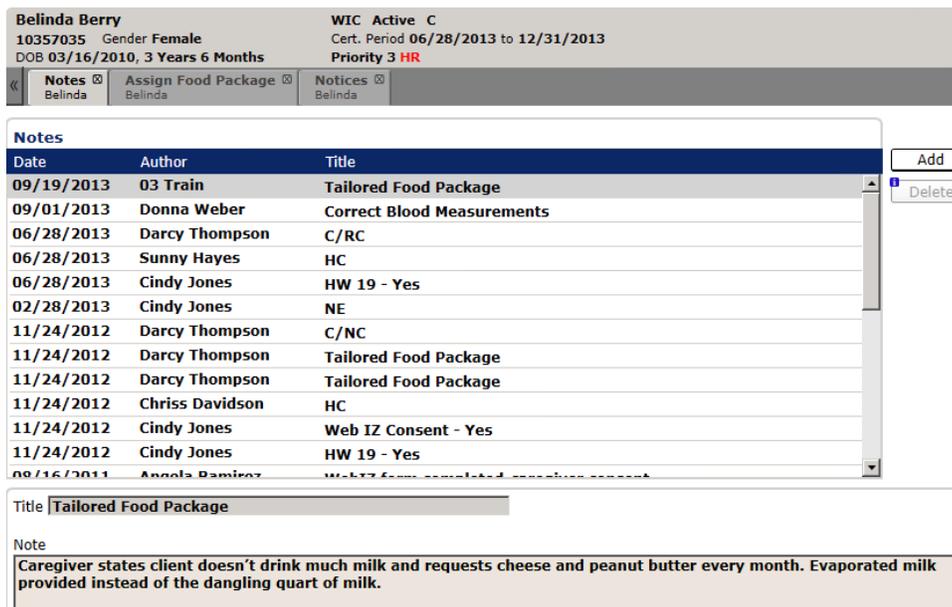
<<< Back Save Cancel

The second Tailor screen has several sections. The left side displays the base food package and shows the foods selected on the first Tailor Food Package screen. It is a good habit to always review this list to make sure the food package contains the foods and quantities you intended. If something isn't right, you can use the Back Button to go back to the first Tailor screen and make a correction.

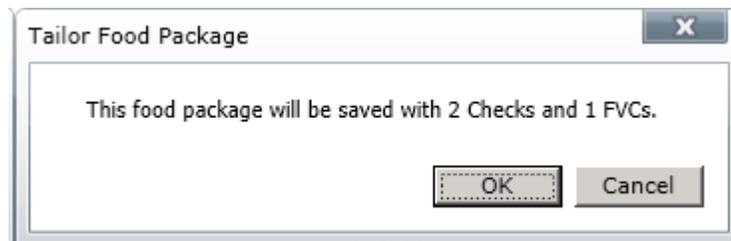
The upper center portion gives you the distribution options for the Fruit/Vegetable Check (FVC). The screen defaults to 1 check

The upper right side lists the Distribution Strategy options for the remaining foods. The screen defaults to the Default strategy. (Distribution Strategies are discussed in detail later in this module.)

The lower right is a notes field. It is required to document why the food package was tailored. This note appears on the regular Notes screen with the Title Tailored Food Packages.



When you save, you will get a “Tailor Food Package” message stating how many checks will print. If everything is how you want it, click OK. Then you will be returned to the Assign Food Package screen.



Contract Formula Tailoring

Similac Advance Powder is the default infant formula in all formula containing Infant Food Packages. To issue another contract formula or to increase the amount of formula for a breastfed infant, the food package must be tailored. Since many of the steps are the same as the previous example, there will be a minimum of screen shots. In these examples you do **not** have to find a client in KWIC – just read and look at the screen shots.

Changing to a Different Contract Formula

Kya Laster is a formula fed infant. His mother comes into your WIC clinic requesting Ready-to-Feed Similac Advance. She states they had their water tested and just got the results. The base food package is powder, so a CPA needs to tailor the food package and assign the ready to feed formula.

Click on the Tailor link to open the Tailor Food Package screen. The screen displays all the contract formulas that are available to assign.

« Tailor Food Package <input type="checkbox"/> Assign Food Package <input type="checkbox"/> Notices <input type="checkbox"/> <small>Kya J Kya J Kya J</small>		
Show: <input checked="" type="radio"/> Available Foods <input type="radio"/> Selected Foods		Authorize Special Formula/Foods
1a-FF - Formula Fed < 4 mo old	Current	Limit
<input checked="" type="checkbox"/> Formula	810	0 - 896 ounces
Enfamil ProSobee concentrate	<input type="text"/>	0 - 31 containers
Enfamil ProSobee powder	<input type="text"/>	0 - 9 containers
Enfamil ProSobee RTF	<input type="text"/>	0 - 26 containers
Similac Advance concentrate 13 oz.	<input type="text"/>	0 - 31 containers
Similac Advance powder 12.4 oz	9	0 - 9 containers
Similac Advance ready-to-feed 32 oz.	<input type="text"/>	0 - 26 containers
Similac Advance RTF (8 oz bottle)	<input type="text"/>	0 - 104 containers
Similac for Spit-Up powder	<input type="text"/>	0 - 9 containers
Similac for Spit-Up RTF 32 oz.	<input type="text"/>	0 - 26 containers
Similac Sensitive Fussiness & Gas conc 13 oz.	<input type="text"/>	0 - 31 containers
Similac Sensitive Fussiness & Gas powder	<input type="text"/>	0 - 9 containers
Similac Sensitive Fussiness & Gas RTF 32 oz.	<input type="text"/>	0 - 26 containers
Similac Total Comfort	<input type="text"/>	0 - 9 containers

Delete the existing quantity from the Similac Advance powder; enter the appropriate quantity for the new formula(s). As with food tailoring you can enter any combination of the listed formulas as long as you do exceed neither the food item nor the basket limit.

Tailor Food Package <input checked="" type="checkbox"/> Kya J			Assign Food Package <input checked="" type="checkbox"/> Kya J			Notices <input checked="" type="checkbox"/> Kya J		
Show: <input checked="" type="radio"/> Available Foods <input type="radio"/> Selected Foods						Authorize Special Form		
1a-FF - Formula Fed < 4 mo old			Current			Limit		
[-] Formula			832			0 - 896 ounces		
Enfamil ProSobee concentrate						0 - 31 containers		
Enfamil ProSobee powder						0 - 9 containers		
Enfamil ProSobee RTF						0 - 26 containers		
Similac Advance concentrate 13 oz.						0 - 31 containers		
Similac Advance powder 12.4 oz						0 - 9 containers		
Similac Advance ready-to-feed 32 oz.			26			0 - 26 containers		
Similac Advance RTE (8 oz bottle)						0 - 104 containers		

Click Next to get to the second Tailor Food Package screen. Choose the distribution strategy and enter the required note explaining why you tailored the food package. The FVC Distribution section is grayed out because infant food packages do not include a fruit and vegetable check.

Click Save. A notification will appear that confirms how many checks the food package is distributed across. Click OK and return to the Assign Food Package screen.

1a-FF - Formula Fed < 4 mo old

[-] **Formula**

Similac Advance ready-to-feed 32 oz. 26 containers

FVC Distribution

1 Check

2 Checks

Distribution Strategy

Default

Shopping Limitations

Storage Limitations

Notes

Water supply is contaminated with coliform bacteria.

Tailor Food Package

This food package will be saved with 2 Checks and 0 FVCs.

OK Cancel

Remember to check to see if the base food package changes to see if you need to tailor the food package for the future months. In this example, the base food package does not change and no additional tailoring is needed before you can assign the correct food package for all months available.

Food Package Assignments For Checks That Can Be Printed			
Client's Age	First Use Date	Base Food Package	Assign Food Package
2 Months	10/18/2013	Formula Fed < 4 mo old	IT... 1a-FF View Tailor Special Authorization
3 Months	11/18/2013	Formula Fed < 4 mo old	View Tailor Special Authorization

Increasing the Amount of Contract Formula for a Breastfed Infant

Before adding formula to or increasing the amount of formula provided to a breastfed infant, you should work with the mother to determine the reason she is requesting formula and work with her to preserve the maximum amount of breastfeeding for the longest timeframe.

Christopher Cabbage is a mostly breastfed infant. His mother states he is now taking about 12 ounces of Similac Advance powder per day. The base food package contains enough formula to provide about 3 oz / day, so a CPA needs to tailor the food package to increase the amount of formula provided.

Check the infant's breastfeeding fields on the Health Interview window and make any changes for the newly reported formula intake. Click on the View Formula Limits link if you need a guide to determine the appropriate status. This is an important step because these fields are used by KWIC to determine the appropriate base food package.

Health Interview: Health Interview ATOD
Currently Viewing: Health Interview

Breastfeeding

Breastfeeding Status: Mostly Breastfed

Date Breastfeeding Stopped: 00/00/0000

Date Formula/Milk Introduced: 02/08/2013

Date Solids Introduced: 00/00/0000

Formula Type: Powdered

Formula Name: Similac Advance powder

Formula Consumed per day: 12 ounces [View Formula Limits](#)

Formula Limits

	Ounces of Formula Per Day	
	Mostly BF	Limited BF
Less Than 1 Month	1 - 3	4 +
1 to 3 Months	1 - 14	15 +
4 to 5 Months	1 - 17	18 +
6 to 12 Months	1 - 12	13 +

[Close](#)

After the changes to the Breastfeeding fields on the Health Interview window are saved. The KWIC will suggest an amount of formula to issue per month based on the reported ounces of Formula Consumed per day when you open the Assign Food Package window. This information is NOT updated if the Assign Food Package window is already open, in that case you will need to close and reopen the window.

Food Package Assignments For Checks That Can Be Printed

Client's Age	First Use Date	Base Food Package	Assign Food Package
7 Months	09/24/2013	Mostly BF 6-12 mo old	View Tailor Special Authorization
8 Months	10/24/2013	Mostly BF 6-12 mo old	View Tailor Special Authorization
9 Months	11/24/2013	Mostly BF 6-12 mo old	View Tailor Special Authorization

[Feeding Summary](#)

Suggest 4 containers of Similac Advance powder based on most recent daily intake.

The remaining steps are identical to the previous example for changing formula. Click the Tailor link to open the Tailor Food Package screen. The screen displays all the contract formulas that are available to assign. Note that since Christopher is receiving a breastfed infant food package only powdered formulas are available.

Tailor Food Package <input type="checkbox"/>		Assign Food Package <input type="checkbox"/>		Notices <input type="checkbox"/>	
Christopher		Christopher		Christopher	
Show: <input checked="" type="radio"/> Available Foods <input type="radio"/> Selected Foods			Authori		
2-Mostly BF - Mostly BF 6-12 mo old		Current	Limit		
<input type="checkbox"/> Baby Food - F & V		128	0 - 128 ounces		
Baby Food - Fruits/Vegetables	<input type="text" value="32"/>		0 - 32 containers		
<input type="checkbox"/> Formula		360	1 - 384 ounces		
Enfamil ProSobee powder	<input type="text"/>		0 - 4 containers		
Similac Advance powder 12.4 oz	<input type="text" value="4"/>		0 - 4 containers		
Similac for Spit-Up powder	<input type="text"/>		0 - 4 containers		
Similac Sensitive Fussiness & Gas powder	<input type="text"/>		0 - 4 containers		
<input type="checkbox"/> Infant Cereal		24	0 - 24 ounces		
Infant Cereal	<input type="text" value="24"/>		0 - 24 ounces		

Enter the appropriate quantity for the formula and click on the Next button. Choose the distribution strategy, enter the note explaining why you tailored the food package and save.

Trouble Shooting – What if the formula you want is not in the list

1. You may be trying to issue a liquid form of formula to a infant with a breastfeeding infant base food package. Only powdered formula is provided to breastfed infants because it can be reconstituted in small quantities, which is safer and more convenient for supplementation. The breastfeeding information on the Health Information will need to be changed to stopped breastfeeding before any liquid formulas will show up. This should only be done if the infant has actually stopped breastfeeding.
2. You may be trying to issue a product that requires a “Special Authorization.” Click on the “Authorize Special Formula/Foods link to open the appropriate KWIC window. (Special Authorizations are discussed in detail later in this module.)
3. You may be trying to issue a non-contract brand of milk or soy based infant formula. Only the contract brands of milk or soy based infant formulas are available to issue without entering a Special Authorization.

FVC Distribution and Distribution Strategy Details

Clients must purchase all the foods on a check during a single trip to the store. The number of checks issued to a client will vary, depending on the food package and how the CPA chooses to distribute the food over the checks. If a client reports have trouble finding enough formula at the store or using up the amount of food on a single check, the CPA should consider changing the distribution strategy.

The Fruit or Vegetable Check (FVC) may be tailored over one or two checks. The default is one check. If two checks are printed each check will be for the same amount (e.g. either a single \$6.00 check or two \$3.00 checks.) The single check is appropriate for most clients. There is usually no reason to ask the client how they would prefer the FVC. If the client mentions have trouble transporting that much produce (i.e. rides the bus) or storing it (i.e., no refrigeration.) you might ask if they would like two FVC.



For children and women with a FVC, the FVC is always the first check printed.

For clients receiving formula, combinations of food and formulas are never printed on the same check. If multiple formulas products are issued to the same client each formula is always printed on a separate check.

The Distribution Strategy reflects how many checks one month of food is spread over. The CPA can choose to distribute one month of food over one of 3 distribution options (i.e. “strategies”). As with the FVC, most clients will be okay with the Default. There is no reason to ask the client unless something comes up in the course of the appointment (i.e. we have a hard time using up the milk before it goes bad.)

- **Default.** Least number of checks. The number of checks varies by the food package but the generally contains no more than 2 gallons milk per check. If the food package contains formula it will generally be all on a single check.
- **Shopping Limitations.** This option is designed to spread the food over a few more checks for a client who might want to buy smaller amounts of food at one time. For instance, she rides a bus to the store. The general rule is no more than 1 gallon of milk per check. Most formulas are split over 2 checks.
- **Storage limitations.** This option is designed for clients with no refrigeration or perhaps just a tiny refrigerator. There is usually no more than 1 quart of fluid milk per check. If this option is selected for a pregnant woman who is getting all fluid milk it is 22 checks, not counting the FVC. So be warned if you select this option. The formulas tend to be the same for either Shopping or Storage.

Check Distribution for Child 2 to 5 yr old (PB) Base Food Package

Default	Shopping	Storage
<ul style="list-style-type: none"> ☐ Check 1 1 >\$6.00< fresh/frozen/canned fruits and/or vegetables ☐ Check 2 2 gallons Fat Free, Skim, 1/2%, 1% or 2% Milk 36 ounces Cereal (12, 18, 24 or 36 ounce packages only) 1 64 oz container Juice (no refrigerated juices) 1 dozen Large Eggs, grade AA or A ☐ Check 3 2 gallons Fat Free, Skim, 1/2%, 1% or 2% Milk 1 64 oz container Juice (no refrigerated juices) 1 16 to 18 oz jar Peanut Butter 32 oz 100% WWbread/roll/bun,brownrice,WW/SoftCorn tortilla 	<ul style="list-style-type: none"> ☐ Check 1 1 >\$6.00< fresh/frozen/canned fruits and/or vegetables ☐ Check 2 1 gallons Fat Free, Skim, 1/2%, 1% or 2% Milk 36 ounces Cereal (12, 18, 24 or 36 ounce packages only) 1 64 oz container Juice (no refrigerated juices) 1 dozen Large Eggs, grade AA or A ☐ Check 3 1 gallons Fat Free, Skim, 1/2%, 1% or 2% Milk 1 16 to 18 oz jar Peanut Butter 32 oz 100% WWbread/roll/bun,brownrice,WW/SoftCorn tortilla ☐ Check 4 1 gallons Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 5 1 gallons Fat Free, Skim, 1/2%, 1% or 2% Milk 1 64 oz container Juice (no refrigerated juices) 	<ul style="list-style-type: none"> ☐ Check 1 1 >\$6.00< fresh/frozen/canned fruits and/or vegetables ☐ Check 2 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk 36 ounces Cereal (12, 18, 24 or 36 ounce packages only) 1 64 oz container Juice (no refrigerated juices) 1 dozen Large Eggs, grade AA or A ☐ Check 3 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk 1 64 oz container Juice (no refrigerated juices) 1 16 to 18 oz jar Peanut Butter 32 oz 100% WWbread/roll/bun,brownrice,WW/SoftCorn tortilla ☐ Check 4 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 5 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 6 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 7 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 8 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 9 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 10 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 11 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 12 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 13 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 14 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 15 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 16 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk ☐ Check 17 1 quarts Fat Free, Skim, 1/2%, 1% or 2% Milk

Formula Fed 6-12 mo old Base Food Package

Default	Shopping	Storage
<ul style="list-style-type: none"> <input type="checkbox"/> Check 1 7 12.4 oz Similac Advance powder 70074-55958 <input type="checkbox"/> Check 2 24 ounces Plain Infant Cereal 16 4 oz jars Baby Food Fruits and/or Vegetables <input type="checkbox"/> Check 3 16 4 oz jars Baby Food Fruits and/or Vegetables 	<ul style="list-style-type: none"> <input type="checkbox"/> Check 1 3 12.4 oz Similac Advance powder 70074-55958 <input type="checkbox"/> Check 2 3 12.4 oz Similac Advance powder 70074-55958 <input type="checkbox"/> Check 3 1 12.4 oz Similac Advance powder 70074-55958 <input type="checkbox"/> Check 4 24 ounces Plain Infant Cereal 16 4 oz jars Baby Food Fruits and/or Vegetables <input type="checkbox"/> Check 5 16 4 oz jars Baby Food Fruits and/or Vegetables 	<ul style="list-style-type: none"> <input type="checkbox"/> Check 1 3 12.4 oz Similac Advance powder 70074-55958 <input type="checkbox"/> Check 2 3 12.4 oz Similac Advance powder 70074-55958 <input type="checkbox"/> Check 3 1 12.4 oz Similac Advance powder 70074-55958 <input type="checkbox"/> Check 4 24 ounces Plain Infant Cereal 16 4 oz jars Baby Food Fruits and/or Vegetables <input type="checkbox"/> Check 5 16 4 oz jars Baby Food Fruits and/or Vegetables

Skill Builder #1

Tailoring



Helen & Harold Honeydew

Helen Honeydew reports she has started working again and Harold is now taking three 8-ounces bottles of Similac Fussiness & Gas powder per day. Tailor and assign the appropriate food packages and print three months of checks for both Harold and Helen

Hints:

- Review the section on assigning food packages for breastfeeding dyads in the WIC Approved Foods & Base Food Packages module. Pay particular attention to breastfeeding statuses.
 - remember to check the base food packages to see if you need to tailor more than once.
-

Angelina and Anna Asparagus

Angelina Asparagus reports that Anna is still taking about 12 oz of formula a day, but she has changed the formula to Enfamil ProSobee. Tailor and assign the appropriate food packages and print three months of checks for both Angelina and Anna.

Amanda Apricot

Amanda requests dried beans in place of canned beans. Tailor and assign the appropriate food package and print three months of checks for Amanda.

Christa Cucumber

Carol Cucumber states that Christa is lactose intolerant and requests Lactose Free Milk. You check with your local WIC vendor, and discover they carry lactose free milk in half-gallon containers. Tailor and assign the appropriate food package and print one month of checks for Christa.

Barbara Broccoli

Barbara states she is having trouble using all her milk before it goes bad. After discussing the options she decides that she wants:

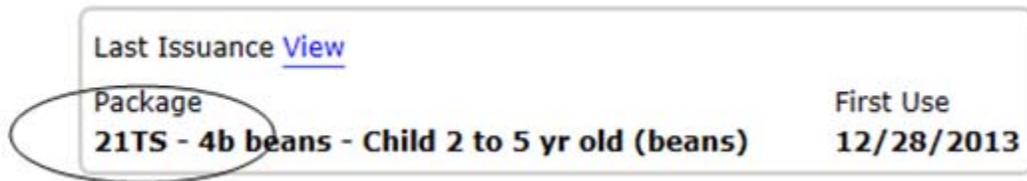
- a pound of cheese and all powdered milk for herself, and
- checks with only a gallon of milk on them for Billy and Britney.

Tailor and assign the appropriate food packages and print one month of checks for the family.

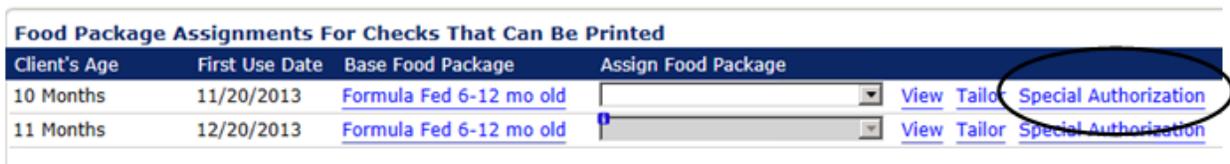
Special Authorization

Overview

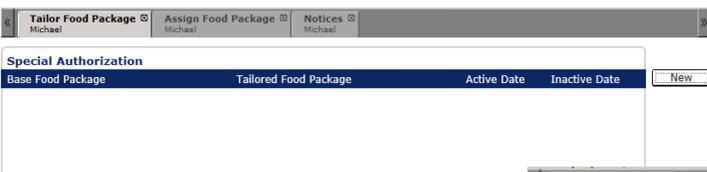
The Special Authorization window is used to assign food packages containing special formula and/or a few other specialized food items or substitutions. You can tell if previously assigned food packages were specially authorized by looking at the Last Issuance box or click on the Assign Food Package drop down list. Special Authorization food packages start with a number, capitol letters “TS” followed by a code name for the base food package.



The Special Authorization window may be opened by clicking the Special Authorization on the Assign Food Package window.



The window may also be accessed by using the Authorize Special Formula/Foods link at the top of the Tailor Food Package window. This link is especially helpful when you discover the product you want is not available after opening the Tailor Food Package window.



The first time it is accessed for a client, the Special Authorization window opens blank.

If the client has previous special authorization(s), the window will open with the top portion populated with information about all of the previous special authorizations.



Entering a New Special Authorization

The screenshot shows a software window titled 'Special Authorization' with a table containing one row. The columns are 'Base Food Package', 'Tailored Food Package', 'Active Date', and 'Inactive Date'. A 'New' button is located to the right of the table, circled in red.

Click the [New] button to get blank “Active Date”, “Inactive Date”, and “Reason” fields to appear.

The active date generally should be today’s date. The exception to this is when you want to replace or reissue existing checks or WIC purchased formula. In that case, the active date must be on or before the first day to use on the original checks.

The inactive date is determined using the Length of Time Required entered by the Medical Care Provider on the Special Authorization form or the last day of the client’s certification period.

Authorization requested for:

Formula / Medical Food (brand name of the product requested) _____

⇒ **Length of Time Required.** until 1 year old until next WIC certification (generally 6 months) other _____

The Reason field should be completed with a short description of why the special authorized product is being issued for this client. The reason from the Special Authorization window does **not** automatically create a note in the regular note screen. Therefore, it is better to enter detailed information on the **second Tailor screen** instead of in the Special Authorization Reason field.

The screenshot shows the 'Special Authorization' window with a table containing one row of data. Below the table are fields for 'Current Base Food Package', 'Tailored Food Package ID', 'Active Date', 'Inactive Date', and 'Reason'. At the bottom is a 'Food Details' section and 'OK' and 'Cancel' buttons.

Base Food Package	Tailored Food Package	Active Date	Inactive Date
2-FF - Formula Fed 6-12 mo old		10/03/2013	01/31/2014

Current Base Food Package **2-FF - Formula Fed 6-12 mo old**

Tailored Food Package ID _____

Active Date 10/03/2013 Inactive Date 01/31/2014

Reason
Nutramigen for Severe Allergies

Food Details

OK Cancel

Once those 3 fields are completed, the OK button will enable. Clicking [Ok] will take you to the **first** Tailor Food Package screen.

Renewing an Existing Special Authorization

If the client has previous special authorization(s), highlighting any line by clicking on it will display the dates, reasons and details of the foods authorization in the lower portion on the screen.

The screenshot shows a software interface for managing special authorizations. At the top, there are navigation tabs: 'Tailor Food Package' (selected), 'Assign Food Package', and 'Notices'. Below this is a 'Special Authorization' section with a table listing various authorizations. The first row is highlighted in grey. Below the table, there is a section for 'Current Base Food Package' and 'Tailored Food Package ID', with fields for 'Active Date' (08/13/2013) and 'Inactive Date' (01/30/2014). A 'Reason' field contains the text: 'dr requests soy milk for mikk allergy; extended one cert per state policy'. Below that is a 'Food Details' section listing items like Whole Grains, Fruit/Vegetable Check Amount, Juice, Soymilk, Peanut Butter, Cereal, and Eggs. At the bottom right, there are two buttons: 'Renew Selected' (highlighted with a red box) and 'Cancel'.

Base Food Package	Tailored Food Package	Active Date	Inactive Date
4b beans - Child 2 to 5 yr old (beans)	21TS - 4b beans - Child 2 to 5 yr old (beans)	08/13/2013	01/30/2014
4b PB - Child 2 to 5 yr old (PB)	22TS - 4b PB - Child 2 to 5 yr old (PB)	08/13/2013	01/30/2014
4b beans - Child 2 to 5 yr old (beans)	12TS - 4b beans - Child 2 to 5 yr old (beans)	07/23/2013	09/26/2013
4b PB - Child 2 to 5 yr old (PB)	13TS - 4b PB - Child 2 to 5 yr old (PB)	07/23/2013	09/26/2013
4b beans - Child 2 to 5 yr old (beans)	14TS - 4b beans - Child 2 to 5 yr old (beans)	07/23/2013	09/26/2013

Current Base Food Package **4b beans - Child 2 to 5 yr old (beans)**
 Tailored Food Package ID **21TS - 4b beans - Child 2 to 5 yr old (beans)**
 Active Date **08/13/2013** Inactive Date **01/30/2014**
 Reason
dr requests soy milk for mikk allergy; extended one cert per state policy
 Food Details
 Whole Grains 32 ounces
 Fruit/Vegetable Check Amount 6 dollars
 64 oz container Juice 2 containers
 Soymilk 8 half gallons
 Peanut Butter 1 jar
 Cereal 36 ounces
 Eggs 1 dozen

Renew Selected Cancel

If the current date is within the use dates on the highlighted line, the Renew Selected button will enable. You would use “Renew Selected” when you are **within the dates of the existing Special Authorization** and need to create a different tailored food package because:

- The client’s base food package changed;
- The client has requested a change in the foods received but will be continuing on the same formula or
- They want a different form of the same formula.

Clicking [Renew Selected] will take you to the **first** Tailor Food Package screen and allow you to change the foods or formulas prescribed.

When opened from the Special Authorization screen the first Tailor Food Package screen functions mostly same as described in the last section, but you will notice a couple of differences.

1. There are a lot more products listed. The items in blue italicized font are not visible when the Tailor Food Package screen is opened from Assign Food Packages.

2. The screen displays a “Special Authorization” column that consists of an “Issue” check box for each food items listed on the screen.

2-FF - Formula Fed 6-12 mo old	Current	Limit	Special Authorization
Baby Food - F & V	128	0 - 128 ounces	
Baby Food - Fruits/Vegetables	32	0 - 32 containers	<input checked="" type="checkbox"/> Issue
Formula	630	0 - 696 ounces	
Alimentum powder		0 - 6 containers	<input type="checkbox"/> Issue
Alimentum ready-to-feed		0 - 20 containers	<input type="checkbox"/> Issue
EleCare Infant powder		0 - 7 containers	<input type="checkbox"/> Issue
EnfaCare LIPIL powder		0 - 8 containers	<input type="checkbox"/> Issue
EnfaCare LIPIL ready-to-feed		0 - 20 containers	<input type="checkbox"/> Issue
Enfamil ProSobee concentrate		0 - 24 containers	<input type="checkbox"/> Issue
Enfamil ProSobee powder		0 - 7 containers	<input type="checkbox"/> Issue
Enfamil ProSobee RTF		0 - 20 containers	<input type="checkbox"/> Issue
Enfaport ready-to-feed		0 - 87 containers	<input type="checkbox"/> Issue
Neocate powder		0 - 8 containers	<input type="checkbox"/> Issue
Nutramigen concentrate		0 - 24 containers	<input type="checkbox"/> Issue
Nutramigen powder		0 - 8 containers	<input type="checkbox"/> Issue
Nutramigen ready-to-feed		0 - 20 containers	<input type="checkbox"/> Issue
Pregestimil powder		0 - 6 containers	<input type="checkbox"/> Issue
PurAmino powder		0 - 7 containers	<input type="checkbox"/> Issue
Similac Advance concentrate 13 oz.		0 - 24 containers	<input type="checkbox"/> Issue
Similac Advance powder 12.4 oz.	7	0 - 7 containers	<input checked="" type="checkbox"/> Issue
Similac Advance ready-to-feed 32 oz.		0 - 20 containers	<input type="checkbox"/> Issue
Similac Advance RTF (8 oz bottle)		0 - 87 containers	<input type="checkbox"/> Issue

For each food items with a quantity in the “current” column, the issue check box must also be marked. This documents which foods the licensed health care professional indicated were appropriate for the client on the Kansas WIC Special Issuance Authorization form. Please note that the default position is that all appropriate WIC foods, except milk will be issued unless otherwise indicated.

Children - (12 months and older)

All appropriate WIC foods, except milk, will be issued with the prescribed formula **unless otherwise indicated below.**

No foods. Provide formula ONLY

Provide milk/soymilk in addition to formula and WIC foods.

Provide only the specific foods checked below in addition to the formula.

<input type="checkbox"/> Cheese / Tofu	<input type="checkbox"/> Beans	<input type="checkbox"/> Whole Grains
<input type="checkbox"/> Breakfast Cereal	<input type="checkbox"/> Juice	<input type="checkbox"/> Peanut Butter
<input type="checkbox"/> Milk / Soymilk	<input type="checkbox"/> Eggs	<input type="checkbox"/> Fruits / Vegetables

Special Authorizations for Formula

Special formulas (including exempt infant formulas and medical foods) may be issued when a licensed health care professional determines that the client has a medical condition that precludes the use of the age and/or category appropriate base food package. The primary contract formulas may be issued to children when a licensed health care professional determines that the client has a medical condition that precludes the use of the base child food packages. The reason must

support the issuance of the product requested. For example, the diagnosis of milk allergy would not be appropriate for Similac NeoSure, since NeoSure is a milk based formula. Special formulas may never be issued to enhance nutrient intake or manage body weight without an underlying medical condition.

The Kansas WIC Special Issuance Authorization form must be completed by the client’s health care professional and kept on file for all special formulas. State Nutritionists are available for consultation and review on any questions regarding formula use.

For infants and children the health interview window should also be updated to reflect the new formula and amount consumed.

Entering a New Special Authorization

Find Dajone’t K Colvin and “click along” with this example. You have received the following [Kansas WIC Special Authorization for Infants and Children form](#) requesting Nutramigen for severe allergies.

**KANSAS WIC SPECIAL ISSUANCE AUTHORIZATION
For Infants and Children**

Client Name Dajone't Colvin		Date of Birth	Parent/Guardian Name Macioli Hesteande										
Authorization requested for:													
<input checked="" type="checkbox"/> Formula / Medical Food (brand name of the product requested) Nutramigen ⇒ Length of Time Required. <input checked="" type="checkbox"/> until 1 year old <input type="checkbox"/> until next WIC certification (generally 6 months) <input type="checkbox"/> other _____ ⇒ Daily Amount Required. 25-32oz (WIC is supplemental and may not be able to issue all requested.) <input type="checkbox"/> Soy Milk / Tofu issued to a child <input type="checkbox"/> More than 1 pound of cheese for a lactose intolerant child. Authorization not needed for lactose free milk. <input type="checkbox"/> 2 pounds <input type="checkbox"/> 3 pounds <input type="checkbox"/> 4 pounds <input type="checkbox"/> 5 pounds													
Acceptable Diagnoses - The diagnosis must support the issuance of the product requested.													
<input type="checkbox"/> Severe symptoms of intolerance <input type="checkbox"/> chronic diarrhea <input type="checkbox"/> persistent vomiting <input type="checkbox"/> persistent dermatological condition <input checked="" type="checkbox"/> persistent respiratory conditions <input type="checkbox"/> other _____		<input type="checkbox"/> Complications of prematurity <input type="checkbox"/> Metabolic disorders. Specify _____ <input type="checkbox"/> GI disorder or Malabsorption syndromes. Specify _____ <input type="checkbox"/> FTT, specify underlying diagnosis _____ <input type="checkbox"/> Other diagnosis _____											
<input checked="" type="checkbox"/> Food Intolerance / Allergy, including family history of severe allergies. <input type="checkbox"/> lactose intolerance <input checked="" type="checkbox"/> milk <input checked="" type="checkbox"/> soy <input type="checkbox"/> corn <input type="checkbox"/> other _____													
Please note: The Kansas WIC Program will not authorize issuance for: <ul style="list-style-type: none"> • Nonspecific symptoms, such as intolerance, fussiness, gas, spitting up, constipation or colic. • To enhance nutrient intake or managing body weight without an underlying medical condition. • Baby doing well on (formula name); or preference for a specific formula. 													
Infants - (6-12 months old) All age appropriate infant foods will be issued with the prescribed formula unless otherwise indicated below. <input type="checkbox"/> No foods. Provide formula ONLY after 6 months old due to inability or delay in consuming solids. <input type="checkbox"/> Provide only the specific foods checked below after 6 months old in addition to the formula.		Children - (12 months and older) All appropriate WIC foods, except milk, will be issued with the prescribed formula unless otherwise indicated below. <input type="checkbox"/> No foods. Provide formula ONLY <input type="checkbox"/> Provide milk/soymilk in addition to formula and WIC foods. <input type="checkbox"/> Provide only the specific foods checked below in addition to the formula.											
<input type="checkbox"/> Infant Cereal <input type="checkbox"/> Baby Food Fruits / Vegetables		<table border="1"> <tr> <td><input type="checkbox"/> Cheese / Tofu</td> <td><input type="checkbox"/> Beans</td> <td><input type="checkbox"/> Whole Grains</td> </tr> <tr> <td><input type="checkbox"/> Breakfast Cereal</td> <td><input type="checkbox"/> Juice</td> <td><input type="checkbox"/> Peanut Butter</td> </tr> <tr> <td><input type="checkbox"/> Milk / Soymilk</td> <td><input type="checkbox"/> Eggs</td> <td><input type="checkbox"/> Fruits / Vegetables</td> </tr> </table>			<input type="checkbox"/> Cheese / Tofu	<input type="checkbox"/> Beans	<input type="checkbox"/> Whole Grains	<input type="checkbox"/> Breakfast Cereal	<input type="checkbox"/> Juice	<input type="checkbox"/> Peanut Butter	<input type="checkbox"/> Milk / Soymilk	<input type="checkbox"/> Eggs	<input type="checkbox"/> Fruits / Vegetables
<input type="checkbox"/> Cheese / Tofu	<input type="checkbox"/> Beans	<input type="checkbox"/> Whole Grains											
<input type="checkbox"/> Breakfast Cereal	<input type="checkbox"/> Juice	<input type="checkbox"/> Peanut Butter											
<input type="checkbox"/> Milk / Soymilk	<input type="checkbox"/> Eggs	<input type="checkbox"/> Fruits / Vegetables											

Nutramigen is a hypoallergenic infant formula for newborns and infants who are allergic to the intact proteins in cow's milk and soy formulas. So Nutramigen would be appropriate for an infant with severe allergies.

Client's Age	First Use Date	Base Food Package	Assign Food Package			
3 Months	11/04/2013	Formula Fed < 4 mo old	Formula Fed < 4 mo old	View	Tailor	Special Authorization
4 Months	12/04/2013	Formula Fed 4 & 5 mo old		View	Tailor	Special Authorization
5 Months	01/04/2014	Formula Fed 4 & 5 mo old		View	Tailor	Special Authorization

The first step is to open the Assign Food Package window and click the Special Authorization link. Click the

New button when the Special Authorization window opens.

« Tailor Food Package Dajone't K
Assign Food Package Dajone't K
Notices Dajone't K
»

Special Authorization

Base Food Package	Tailored Food Package	Active Date	Inactive Date	New
1a-FF - Formula Fed < 4 mo old		11/04/2013	07/28/2014	

Current Base Food Package **1a-FF - Formula Fed < 4 mo old**
 Tailored Food Package ID

Active Date Inactive Date

Reason

Severe Allergies

Enter appropriate Active and Inactive Dates and reason and click [OK] to open the first tailoring screen.

Find the desired formula. Use the scroll bar if needed.

- Enter the desired number of containers.
- Click on the Issue box to make a checkmark.
- Delete the amount of the base formula.
- Click on the Issue box next to the base formula to remove the checkmark.

Tailor Food Package Dajone't K
Assign Food Package Dajone't K
Notices Dajone't K

Show: Available Foods Selected Foods Authorize Special Formula/Foods View Issuance History

Formula	Current	Limit	Special Authorization
1a-FF - Formula Fed < 4 mo old	9679	0 - 896 ounces	
Formula			
Alimentum powder		0 - 7 containers	<input type="checkbox"/> Issue
Alimentum ready-to-feed		0 - 26 containers	<input type="checkbox"/> Issue
EleCare Infant powder		0 - 9 containers	<input type="checkbox"/> Issue
EnfaCare LIPIL powder		0 - 10 containers	<input type="checkbox"/> Issue
EnfaCare LIPIL ready-to-feed		0 - 26 containers	<input type="checkbox"/> Issue
Enfamil Premature w/Iron 24		0 - 72 multi-paks	<input type="checkbox"/> Issue
Enfamil ProSobee concentrate		0 - 31 containers	<input type="checkbox"/> Issue
Enfamil ProSobee powder		0 - 9 containers	<input type="checkbox"/> Issue
Enfamil ProSobee RTF		0 - 26 containers	<input type="checkbox"/> Issue
Enfaport ready-to-feed		0 - 101 containers	<input type="checkbox"/> Issue
Neocate powder		0 - 10 containers	<input type="checkbox"/> Issue
Nutramigen concentrate		0 - 31 containers	<input type="checkbox"/> Issue
Nutramigen powder	11	0 - 11 containers	<input checked="" type="checkbox"/> Issue
Nutramigen ready-to-feed		0 - 26 containers	<input type="checkbox"/> Issue
Pregestimil powder		0 - 8 containers	<input type="checkbox"/> Issue
PurAmino powder		0 - 9 containers	<input type="checkbox"/> Issue
Similac Advance concentrate 13 oz.		0 - 31 containers	<input type="checkbox"/> Issue
Similac Advance powder 12.4 oz.	9	0 - 9 containers	<input checked="" type="checkbox"/> Issue
Similac Advance ready-to-feed 32 oz.		0 - 26 containers	<input type="checkbox"/> Issue
Similac Advance RTF (8 oz bottle)		0 - 104 containers	<input type="checkbox"/> Issue
Similac for Split-Up powder		0 - 9 containers	<input type="checkbox"/> Issue

Note that in this screen shot, the amount of the base formula has not yet been deleted. KWIC shows a red 1679 ounces at the top of the “Current” column. When you delete the amount for the base, the total will turn blue and the [Next] will enable. After clicking [Next], the **second** Tailor Food Package screen displays.

This infant is less than 6 months old, so there is no choice of issuing any foods. If this infant was at least six months old, you would need to make sure the foods issued match what the medical care provider indicated as appropriate on the Special Authorization form.

This screen was already described in the Tailor section of this module. Review the food package, select the desired distribution strategy, write a note and [Save]. You return to Assign Food Package screen and the newly authorized food package, ITS – 1a FF, is showing in the Assign Food Packages drop down field.

Food Package Assignments For Checks That Can Be Printed			
Client's Age	First Use Date	Base Food Package	Assign Food Package
3 Months	11/04/2013	Formula Fed < 4 mo old	ITS - 1a-FF View Tailor Special Authorization
4 Months	12/04/2013	Formula Fed 4 & 5 mo old	View Tailor Special Authorization
5 Months	01/04/2014	Formula Fed 4 & 5 mo old	View Tailor Special Authorization

Select the correct food package in the Assign Food Package drop down box for the remaining months and save.

Special Authorization using Renew Selected

In this example, the newly authorized food package is not available to select on the second line because the infant’s base food package has changed. You need to click on the Special Authorization link on the second line to assign Nutramigen for the new base food package.

Food Package Assignments For Checks That Can Be Printed			
Client's Age	First Use Date	Base Food Package	Assign Food Package
3 Months	11/04/2013	Formula Fed < 4 mo old	ITS - 1a-FF View Tailor Special Authorization
4 Months	12/04/2013	Formula Fed 4 & 5 mo old	View Tailor Special Authorization
5 Months	01/04/2014	Formula Fed 4 & 5 mo old	Formula Fed 4 & 5 mo old View Tailor Special Authorization

When the Special Authorization screen opens, highlight the Special Authorization you just entered. Since the Inactive Date is still in the future there is no reason to change any of the information on this screen. Simply, click the Renew Selected button and move on to the **first** Tailor Food Package screen.

Special Authorization				New
Base Food Package	Tailored Food Package	Active Date	Inactive Date	
1a-FF - Formula Fed < 4 mo old	ITS - 1a-FF - Formula Fed < 4 mo old	11/04/2013	07/28/2014	

Current Base Food Package 1a-FF - Formula Fed < 4 mo old
 Tailored Food Package ID ITS - 1a-FF - Formula Fed < 4 mo old
 Active Date Inactive Date

Reason
 Severe Allergies

Food Details
 Nutramigen powder 11 containers

Enter the desired number of containers of Nutramigen, click on the Issue box to make a checkmark. Delete the amount of the base formula and click on the Issue box next to the base formula to remove the checkmark. Click [Next] to move to the second Tailor Food Package screen. Review the food package, select the desired distribution strategy, type a short note, e.g. “Change in base” and save. Select the correct food package in the Assign Food Package drop down box for the remaining months and save.

Increasing the Amount of Formula Provided over 6 Months of Age

The base food package for infants 6-12 months old contains infant foods and less infant formula than in the food packages for younger infants. If an infant on a special formula has a medical condition that makes them unable to consume the infant foods, the amount of formula may be increased up to the maximum amount allowed for 4 & 5 month olds in place of the infant foods. This is not allowed for infants receiving contract formulas. This situation will most often occur with tube-fed infants, but may also be appropriate with infants who were very premature or have other disabilities.

Tailor Food Package		Assign Food Package		Notices	
Michael		Michael		Michael	
Show: <input checked="" type="radio"/> Available Foods <input type="radio"/> Selected Foods		Authorize Special Formula/Foods			
2-FF - Formula Fed 6-12 mo old		Current	Limit	Special Authoriza	
Baby Food - F & V		0 - 128 ounces			
Baby Food - Fruits/Vegetables		<input type="text"/>	0 - 32 containers	<input type="checkbox"/> Issue	
Formula		0 - 696 ounces			
Infant Cereal		0 - 24 ounces			
Infant Cereal		<input type="text"/>	0 - 24 ounces	<input type="checkbox"/> Issue	

To increase the amount of formula provided, enter a “Special Authorization” for a 6-12 month old base food package. On the first Tailoring screen delete amounts and uncheck the Issue box for all Infant

Food Baskets (Infant Cereal and Baby Food Fruits and Vegetables) and the default Infant Formula.

When the quantity for a special formula is entered the Limit displayed at the top of the Formula Basket increases and a message “No-Food Exempt Formula Limits in effect” appears.

Baby Food - Fruits/Vegetables <th colspan="2">0 - 32 containers <th colspan="2">0 - 128 ounces </th></th>		0 - 32 containers <th colspan="2">0 - 128 ounces </th>		0 - 128 ounces	
Formula		948	0 - 960 ounces	No-Food Exempt Formula Limits in effect	
Alimentum powder		<input type="text"/>	0 - 6 containers	<input type="checkbox"/> Issue	
Alimentum ready-to-feed		<input type="text"/>	0 - 20 containers	<input type="checkbox"/> Issue	
EleCare Infant powder		<input type="text"/>	0 - 7 containers	<input type="checkbox"/> Issue	
EnfaCare LIPIL powder		<input type="text"/>	0 - 8 containers	<input type="checkbox"/> Issue	
EnfaCare LIPIL ready-to-feed		<input type="text"/>	0 - 20 containers	<input type="checkbox"/> Issue	
Enfamil ProSobee concentrate		<input type="text"/>	0 - 24 containers	<input type="checkbox"/> Issue	
Enfamil ProSobee powder		<input type="text"/>	0 - 7 containers	<input type="checkbox"/> Issue	
Enfamil ProSobee RTF		<input type="text"/>	0 - 20 containers	<input type="checkbox"/> Issue	
Enfaport ready-to-feed		<input type="text"/>	0 - 87 containers	<input type="checkbox"/> Issue	
Neocate powder		<input type="text"/>	0 - 8 containers	<input type="checkbox"/> Issue	
Nutramigen concentrate		<input type="text"/>	0 - 24 containers	<input type="checkbox"/> Issue	
Nutramigen powder		<input type="text" value="12"/>	0 - 8 containers	<input checked="" type="checkbox"/> Issue	
Nutramigen ready-to-feed		<input type="text"/>	0 - 20 containers	<input type="checkbox"/> Issue	

Continue and save the tailored food packages as previously described.

Skill Builder #2

Special Authorization for Formula



Linda Lime

Lana Lime brings the following Special Issuance Authorization form to the WIC clinic. The form indicates that all WIC foods, except milk, should be issued with the prescribed formula.

KANSAS WIC SPECIAL ISSUANCE AUTHORIZATION For Infants and Children

Client Name <u>Linda Lime</u>	Date of Birth	Parent/Guardian Name <u>Lana Lime</u>
Authorization requested for:		
<input checked="" type="checkbox"/> Formula / Medical Food (brand name of the product requested) <u>Pedia Sure</u> ⇒ Length of Time Required. <input type="checkbox"/> until 1 year old <input checked="" type="checkbox"/> until next WIC certification (generally 6 months) <input type="checkbox"/> other _____ ⇒ Daily Amount Required. <u>3 bottles</u> (WIC is supplemental and may not be able to issue all requested.)		
<input type="checkbox"/> Soy Milk / Tofu issued to a child <input type="checkbox"/> More than 1 pound of cheese for a lactose intolerant child. Authorization not needed for lactose free milk. <input type="checkbox"/> 2 pounds <input type="checkbox"/> 3 pounds <input type="checkbox"/> 4 pounds <input type="checkbox"/> 5 pounds		
Acceptable Diagnoses - The diagnosis must support the issuance of the product requested.		
<input type="checkbox"/> Severe symptoms of intolerance <input type="checkbox"/> chronic diarrhea <input type="checkbox"/> persistent vomiting <input type="checkbox"/> persistent dermatological condition <input type="checkbox"/> persistent respiratory conditions <input type="checkbox"/> other _____ <input type="checkbox"/> Food Intolerance / Allergy, including family history of severe allergies. <input type="checkbox"/> lactose intolerance <input type="checkbox"/> milk <input type="checkbox"/> soy <input type="checkbox"/> corn <input type="checkbox"/> other _____	<input checked="" type="checkbox"/> Complications of prematurity <input type="checkbox"/> Metabolic disorders. Specify _____ <input type="checkbox"/> GI disorder or Malabsorption syndromes. Specify _____ <input checked="" type="checkbox"/> FTT, specify underlying diagnosis _____ <input type="checkbox"/> Other diagnosis _____	

The order is appropriate. According to the KWIC record Linda was born at 26 weeks gestation at 2 pounds with a current weight / length of 0.2%. Enter the Special Authorization, tailor and assign the appropriate food packages and print three months of checks for Linda

Caleb Celery

Connie Celery brings the following Special Issuance Authorization form to the WIC clinic. The form indicates that all age appropriate WIC foods should be issued with the prescribed formula.

**KANSAS WIC SPECIAL ISSUANCE AUTHORIZATION
For Infants and Children**

Client Name <u>Caleb Celery</u>	Date of Birth	Parent/Guardian Name <u>Heather Cherry</u>
Authorization requested for: <input checked="" type="checkbox"/> Formula / Medical Food (brand name of the product requested) <u>Alimentum</u> ⇒ Length of Time Required. <input checked="" type="checkbox"/> until 1 year old <input type="checkbox"/> until next WIC certification (generally 6 months) <input type="checkbox"/> other _____ ⇒ Daily Amount Required. <u>32+</u> (WIC is supplemental and may not be able to issue all requested.) <input type="checkbox"/> Soy Milk / Tofu issued to a child <input type="checkbox"/> More than 1 pound of cheese for a lactose intolerant child. Authorization not needed for lactose free milk. <input type="checkbox"/> 2 pounds <input type="checkbox"/> 3 pounds <input type="checkbox"/> 4 pounds <input type="checkbox"/> 5 pounds		
Acceptable Diagnoses - The diagnosis must support the issuance of the product requested.		
<input checked="" type="checkbox"/> Severe symptoms of intolerance <input type="checkbox"/> chronic diarrhea <input checked="" type="checkbox"/> persistent vomiting <input type="checkbox"/> persistent dermatological condition <input checked="" type="checkbox"/> persistent respiratory conditions <input type="checkbox"/> other _____ <input type="checkbox"/> Food Intolerance / Allergy, including family history of severe allergies. <input type="checkbox"/> lactose intolerance <input type="checkbox"/> milk <input type="checkbox"/> soy <input type="checkbox"/> corn <input type="checkbox"/> other _____		<input type="checkbox"/> Complications of prematurity <input type="checkbox"/> Metabolic disorders. Specify _____ <input type="checkbox"/> GI disorder or Malabsorption syndromes. Specify _____ <input type="checkbox"/> FTT, specify underlying diagnosis _____ <input checked="" type="checkbox"/> Other diagnosis <u>G E R D</u>

The order is appropriate. Alimentum is a hypoallergenic formula for infants. Tailor and assign the appropriate food packages and print three months of checks for Caleb.

Cameron Clemintine

Caren Clemintine brings the following Special Issuance Authorization form to the WIC clinic. . The form indicates that all age appropriate WIC foods should be issued with the prescribed formula.

**KANSAS WIC SPECIAL ISSUANCE AUTHORIZATION
For Infants and Children**

Client Name <i>Cameron Clemintine</i>	Date of Birth	Parent/Guardian Name <i>Caren</i>
Authorization requested for: <input checked="" type="checkbox"/> Formula / Medical Food (brand name of the product requested) <i>Similac PM 60/40</i> ⇒ Length of Time Required. <input checked="" type="checkbox"/> until 1 year old <input type="checkbox"/> until next WIC certification (generally 6 months) <input type="checkbox"/> other _____ ⇒ Daily Amount Required. _____ (WIC is supplemental and may not be able to issue all requested.) <input type="checkbox"/> Soy Milk / Tofu issued to a child <input type="checkbox"/> More than 1 pound of cheese for a lactose intolerant child. Authorization not needed for lactose free milk. <input type="checkbox"/> 2 pounds <input type="checkbox"/> 3 pounds <input type="checkbox"/> 4 pounds <input type="checkbox"/> 5 pounds		
Acceptable Diagnoses - The diagnosis must support the issuance of the product requested.		
<input type="checkbox"/> Severe symptoms of intolerance <input type="checkbox"/> chronic diarrhea <input type="checkbox"/> persistent vomiting <input type="checkbox"/> persistent dermatological condition <input type="checkbox"/> persistent respiratory conditions <input type="checkbox"/> other _____ <input type="checkbox"/> Food Intolerance / Allergy, including family history of severe allergies. <input type="checkbox"/> lactose intolerance <input type="checkbox"/> milk <input type="checkbox"/> soy <input type="checkbox"/> corn <input type="checkbox"/> other _____		<input type="checkbox"/> Complications of prematurity <input type="checkbox"/> Metabolic disorders. Specify _____ <input type="checkbox"/> GI disorder or Malabsorption syndromes. Specify _____ <input type="checkbox"/> FTT, specify underlying diagnosis _____ <input checked="" type="checkbox"/> Other diagnosis <i>Hyperphosphatemia</i>

The order is appropriate. Similac PM 60/40 is specially formulated for infants who would benefit from lowered mineral intake. Tailor and assign the appropriate food packages and print three months of checks for Cameron. Hint – Use Renew Selected to retailer when the base food package changes.

Special Authorization for Foods

In a few instances you will need to use the Special Authorization window in KWIC to issue specific food items or to make certain food substitutions. They are:

1. Issuing soy milk or tofu to children. Special Authorization is not required to issue soy milk or tofu to women.
2. Adding extra cheese for lactose intolerance. Special Authorization is not required to add one pound of cheese to the base food packages for women and children.
3. Making certain substitutions to food packages for storage, cooking and/or refrigeration issues.

Soy Milk for Children

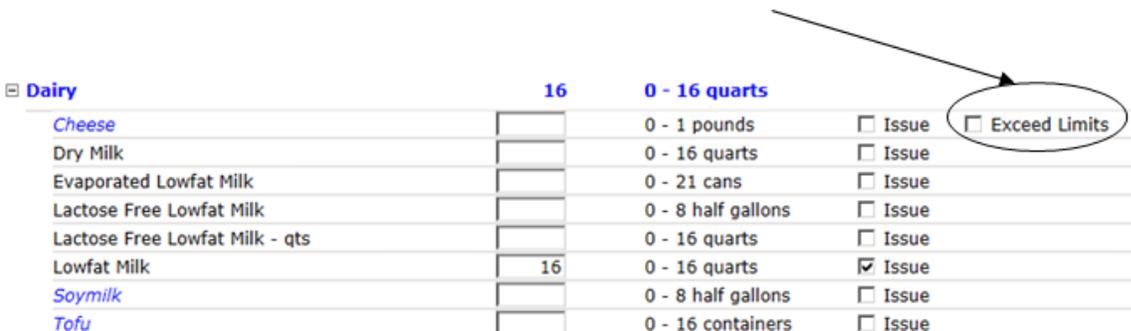
Soy Milk or tofu may be issued to a child when a licensed health care professional determines that the client has a medical condition that precludes the use of milk. The Kansas WIC Special Issuance Authorization form must be completed by the client's health care professional and kept on file for every child issued soymilk. Special authorizations for soy milk and tofu are entered into KWIC in the same way as special formulas.

More Cheese (with Lactose Intolerance)

Any food package for children or women may be tailored to substitute an additional pound of cheese for 3 quarts of milk. With medical documentation additional amounts of cheese may be substituted for lactose intolerance. The Kansas WIC Special Issuance Authorization form must be completed by the client's health care professional and kept on file for every client issued additional cheese.

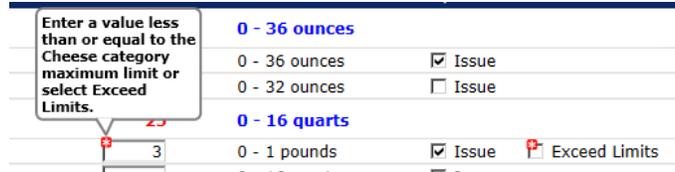
There is one additional step in the special authorization process to issue more than one pound of cheese. You will start out the same by opening Assign Food Package screen and clicking on the Special Authorization link on the Assign Food Package screen. Add a new Special Authorization line and click OK to get to the first Tailor screen.

When the first Tailor screen opens there is now an "Exceed Limits" checkbox on the line for cheese line in the dairy basket.



	16	0 - 16 quarts		
Dairy				
Cheese		0 - 1 pounds	<input type="checkbox"/> Issue	<input type="checkbox"/> Exceed Limits
Dry Milk		0 - 16 quarts	<input type="checkbox"/> Issue	
Evaporated Lowfat Milk		0 - 21 cans	<input type="checkbox"/> Issue	
Lactose Free Lowfat Milk		0 - 8 half gallons	<input type="checkbox"/> Issue	
Lactose Free Lowfat Milk - qts		0 - 16 quarts	<input type="checkbox"/> Issue	
Lowfat Milk	16	0 - 16 quarts	<input checked="" type="checkbox"/> Issue	
Soymilk		0 - 8 half gallons	<input type="checkbox"/> Issue	
Tofu		0 - 16 containers	<input type="checkbox"/> Issue	

If you try to enter a quantity that exceeds the amount in the Limit column without making a check mark in the “Exceed Limit” box you will get a red asterisk with the following message.



Dairy		16	0 - 16 quarts		
Cheese	4	0 - 1 pounds	<input checked="" type="checkbox"/> Issue	<input checked="" type="checkbox"/> Exceed Limits	
Dry Milk		0 - 16 quarts	<input type="checkbox"/> Issue		
Evaporated Lowfat Milk		0 - 21 cans	<input type="checkbox"/> Issue		
Lactose Free Lowfat Milk		0 - 8 half gallons	<input type="checkbox"/> Issue		
Lactose Free Lowfat Milk - qts	4	0 - 16 quarts	<input checked="" type="checkbox"/> Issue		
Lowfat Milk		0 - 16 quarts	<input type="checkbox"/> Issue		
Soy milk		0 - 8 half gallons	<input type="checkbox"/> Issue		
Tofu		0 - 16 containers	<input type="checkbox"/> Issue		

Once the box is checked the error message goes away. Handy tip: checking the “Exceed Limits” box will also put a check in the “Issue” box. Adjust the quantity for other items in the Dairy Basket so the total is within the limits. Click [Next] and the second tailor screen displays.

Review the foods selected. Select the FVC Distribution and Distribution Strategy. Make a note and save.

Tailoring for Cooking/Refrigeration Issues

The types of and forms of WIC foods provided may be tailored to accommodate household storage, cooking and / or refrigeration issues. Some accommodations like issuing all or part of the dairy basket as Dry Milk because the family does not have access to a working refrigerator are allowable for any reason and available for tailoring. Other substitutions are limited to specific situations and require using the special authorization screen to make. These substitutions are:

1. Egg Basket
 - a. When the family does not have access to any means of cooking raw eggs you can:
 - Substitute 4 cans of beans for 1 dozen eggs or
 - Substitute an 18 oz jar of peanut butter for 1 dozen eggs.
 - b. This is the only time this substitution is allowed. You may not substitute beans or peanut butter for eggs for egg allergies.
2. Juice Basket – When the family does not have access to a working refrigerator you may issue the juice in 8 packs of 6.75 oz boxes.

The special authorizations are entered into KWIC in the same way as special formulas. A Kansas WIC Special Issuance Authorization form is **not** required in these instances.



Skill Builder #3

Special Authorization for Foods

Lisa Lemon

Lisa states she lost her lease and is now staying in a barn. She has access to neither refrigeration or nor any means of cooking. She is able to get safe water from a hydrant outside the barn. Tailor and assign the appropriate food package and print three months of checks for Lisa.

Carol Cucumber

Carol brings the following Special Issuance Authorization form to the WIC clinic.

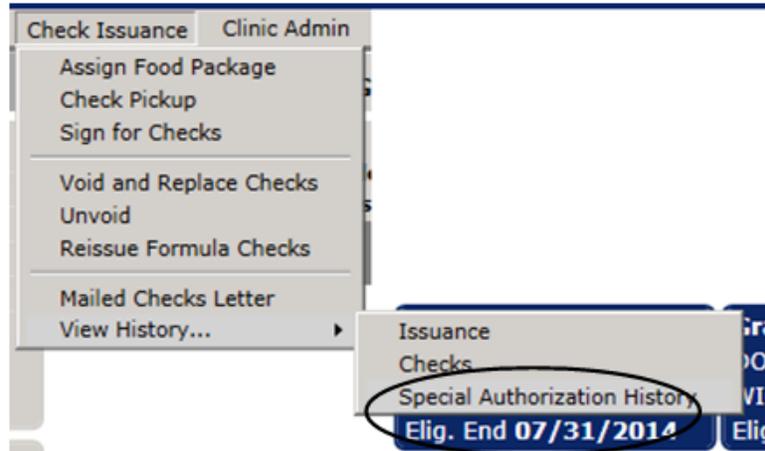
KANSAS WIC SPECIAL ISSUANCE AUTHORIZATION For Women

Client Name <i>Carol Cucumber</i>	Date of Birth
Authorization requested for: <input type="checkbox"/> Medical Food (brand name of the product requested) <input checked="" type="checkbox"/> Length of Time Product Required. _____ <input checked="" type="checkbox"/> Daily Amount Required. _____ (WIC is supplemental and may not be able to issue all requested.) <input checked="" type="checkbox"/> More than 1 pound of cheese or 4 pounds tofu for lactose intolerance. Authorization not needed for lactose free or soy milk. <input type="checkbox"/> 2 pounds <input type="checkbox"/> 3 pounds <input type="checkbox"/> 4 pounds <input checked="" type="checkbox"/> 5 pounds <input type="checkbox"/> 6 pounds	
Acceptable Diagnoses - The diagnosis must support the issuance of the product requested.	
<input checked="" type="checkbox"/> Food Intolerance / Allergy. <input type="checkbox"/> milk <input type="checkbox"/> soy <input checked="" type="checkbox"/> lactose intolerance <input type="checkbox"/> other _____ <input type="checkbox"/> Metabolic disorders. Specify _____ <input type="checkbox"/> GI disorder or Malabsorption syndromes. Specify _____ <input type="checkbox"/> Other diagnosis _____	
Please note: The Kansas WIC Program will not authorize issuance to enhance nutrient intake or manage body weight or prenatal weight gain without an underlying medical condition.	
All appropriate WIC foods, except milk, will be issued with the prescribed medical food unless otherwise indicated below.	
<input type="checkbox"/> No foods. Provide formula ONLY <input checked="" type="checkbox"/> Provide milk/soymilk in addition to the medical food and WIC foods. <i>lactose free</i> <input type="checkbox"/> Provide only the specific foods checked below in addition to the medical food.	
<input type="checkbox"/> Milk / Soymilk	<input type="checkbox"/> Breakfast Cereal
<input type="checkbox"/> Cheese / Tofu	<input type="checkbox"/> Whole Grains
<input type="checkbox"/> Fruits / Vegetable	<input type="checkbox"/> Juice
<input type="checkbox"/> Beans	<input type="checkbox"/> Peanut Butter
<input type="checkbox"/> Eggs	<input type="checkbox"/> Fish

Tailor and assign the appropriate food packages and print three months of checks for Carol.

Special Authorization History

The Special Authorization History screen provides list of all Special Authorizations that have been created in KWIC. The Special Authorization History screen is accessed from the Check Issuance dropdown menu.



Find Grady Grapefruit and open his Special Authorization History.

Special Authorization History Grady

Base Food Package	Tailored Food Package	Active Date	Inactive Date
Child 2 to 5 yr old (beans)	21TS - 4b beans - Child 2 to 5 yr old (beans)	8/13/2013	1/30/2014
Child 2 to 5 yr old (PB)	22TS - 4b PB - Child 2 to 5 yr old (PB)	8/13/2013	1/30/2014
Child 2 to 5 yr old (beans)	12TS - 4b beans - Child 2 to 5 yr old (beans)	7/23/2013	9/26/2013
Child 2 to 5 yr old (PB)	13TS - 4b PB - Child 2 to 5 yr old (PB)	7/23/2013	9/26/2013
Child 2 to 5 yr old (beans)	14TS - 4b beans - Child 2 to 5 yr old (beans)	7/23/2013	9/26/2013
Child 2 to 5 yr old (PB)	15TS - 4b PB - Child 2 to 5 yr old (PB)	7/23/2013	9/26/2013
Child 2 to 5 yr old (PB)	16TS - 4b PB - Child 2 to 5 yr old (PB)	7/23/2013	9/26/2013
Child 2 to 5 yr old (PB)	17TS - 4b PB - Child 2 to 5 yr old (PB)	7/23/2013	9/26/2013
Child 2 to 5 yr old (beans)	18TS - 4b beans - Child 2 to 5 yr old (beans)	7/23/2013	9/26/2013
Child 2 to 5 yr old (PB)	19TS - 4b PB - Child 2 to 5 yr old (PB)	7/23/2013	9/26/2013
Child 2 to 5 yr old (PB)	20TS - 4b PB - Child 2 to 5 yr old (PB)	7/23/2013	7/23/2014

Current Base Food Package **Child 2 to 5 yr old (beans)**

Tailored Base Food Package **21TS - 4b beans - Child 2 to 5 yr old (beans)**

Active Date **08/13/2013** Inactive Date **01/30/2014**

Reason **dr requests soy milk for miklk allergy; extended one cert per state policy**

Food Details

- Whole Grains 32 ounces
- Fruit/Vegetable Check Amount 6 dollars
- 64 oz container Juice 2 containers
- Soymilk 8 half gallons
- Peanut Butter 1 jar
- Cereal 36 ounces

Close

Click on the line of the authorization that you want to see. You can see all the information that you entered. The “Food Details” box shows the tailored food package.

Skill Builder #4

Special Authorization History



In this module you created Special Authorizations for the following clients. Find each client and review his or her Special Authorization History.

- Linda Lime
- Caleb Celery
- Cameron Clemintine
- Lisa Lemon
- Carol Cucumber

The End

